

STATE OF MONTANA BOARD OF OUTFITTERS
P.O. BOX 200513, HELENA, MT 59620-0513
PHONE # (406)444-3738
FAX # (406)841-2305



OUTFITTER LICENSE APPLICATION PROCEDURES

- In the state of Montana a person may not advertise, act or otherwise represent to the public that the person is an outfitter without first securing a license from the Montana Board of Outfitters. [37-47-301, MCA]
- "Outfitter" means any person, except a person providing services on real property that the person owns for the primary pursuit of bona fide agricultural interests, who for consideration provides any saddle or pack animal; facilities; camping equipment; vehicle, watercraft, or other conveyance; or personal service for any person to hunt, trap, capture, take, kill, or pursue any game, including fish; and who accompanies that person, either part or all of the way, on an expedition for any of those purposes or supervises a licensed guide or professional guide in accompanying that person. [37-47-101, MCA]
- Section 37-47-101(11), MCA, provides an exemption for *Private Landowners* from the law that governs outfitters. The exemption (emphasis added) applies only to those persons demonstrating an ownership interest in the land where the outfitting operation is contemplated and, furthermore, the landowner must demonstrate that the primary purpose of the land is agricultural. The most common mistake relates to the hiring of guides. There is no landowner exemption for guiding and, furthermore, there is no exemption for a guide who may work for a landowner.
- **FEES:** Applications must be accompanied with the required fees. Checks or money orders are to be made payable to the Montana Board of Outfitters. All fees are non-refundable.
 - \$1000.00 New/Original License and Examination Application
 - \$400.00 License Amendment and Examination Application
 - \$100.00 Re-Application
 - \$425.00 New Operation Plan/Inspection Application
 - \$2,000.00 Net Client Hunter Use Application (NCHU) (Hunting Applicants Only) *Please note: An outfitter who is granted a net client hunter use shall pay a fee of \$500 for each new client added to that outfitter operation plan*
- **APPLICATION PROCEDURES:** Applicants for an outfitter's license must make application on a form prescribed and furnished by the Board. After meeting the experience and training specifications and other qualifications, license applicants must take and pass a written examination administered by the Board or its agent. Incomplete applications will be returned causing a delay in processing.
 - (1) Complete the outfitter license/examination application and operation plan by typing or printing all required parts. (A completed NCHU application must accompany hunting outfitter license application as well) sign the forms, in front of a Notary, and submit them to the Board office with the required fees. Applications submitted without the required experience may be subject to a re-application process with new fees. It is advised that you check with your endorsing outfitter(s) and insure that you have accumulated the required 100 days of guiding experience before submitting your applications.
 - (2) Qualifications will be investigated and experience verified upon receipt of an application. The experience is verified through review of the endorsing outfitter's annually submitted client report logs.
 - (3) Applications must be submitted (30) thirty days prior to the next scheduled examination date. If received after the deadline date, the application will be held for the following examination. Submitting your application by the deadline date does not guarantee that you will be scheduled for the next examination date. Applicants must receive preapproval of their proposed operations plan and license application before being scheduled for the written examination.

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- **APPLICATION PROCEDURES CONTINUED:**

- (4) Once an application is considered complete, the Board office will send written confirmation of the date and time the applicant is scheduled for examination. The examinations are given on the second Tuesday every three months starting with January. Therefore, the exams are given in January, April, July and October. Examinations are always held at a pre-scheduled location in Helena, Montana.
- (5) An equipment and premises inspection will be made by a representative of the Board at a reasonable time following approval of an application.
- (6) When all the conditions of licensure have been satisfied, the Board will issue a license stating the outfitter functions that the applicant is qualified and approved to perform. The license is valid for the licensing year in which it is issued and expires on the last day of that license year.

- **QUALIFICATIONS/EXPERIENCE:** An applicant for an outfitter's license must meet experience, training, and testing requirements. Those qualifications and experience requirements are as follows:

- (1) Must be 18 years of age or older, be physically capable and mentally competent to perform the duties of an outfitter. [37-47-302, MCA]
- (2) Must have 100 days of verified experience as a licensed outfitter in another state or a licensed guide working for a licensed outfitter in Montana. The experience must have been achieved while guiding clients in pursuing the types of game and using methods for which licensure is sought by the applicant [ARM 8.39.502(1)(a)]. The experience must be in the field pertaining to the license function applied for. [ARM 8.39.502(3)]
- (3) Must be qualified to provide all services and use all equipment necessary to provide the functions of an outfitter that applicant's license will authorize him or her to conduct. [ARM 8.39.502(1)(b)]
- (4) Must own or hold under written lease or represent a company, corporation, or partnership who owns or holds under written lease the equipment and facilities that are necessary to provide the services advertised, contracted for, or agreed upon between the outfitter and the outfitter's clients. [37-47-302, MCA]
- (5) Must have demonstrated a respect for and compliance with the laws of any state or of the United States and all rules promulgated under those laws related to fish and game, conservation of natural resources, and preservation of the natural ecosystem without pollution of the ecosystem. [37-47-302, MCA]
- (6) Must have not, at any time, practiced fraud, deception, or material misrepresentation in procuring any previous outfitter's, guide's, professional guide's, or conservation license from the state of Montana. [37-47-302, MCA]
- (7) Must have not, at any time, promulgated any false or misleading advertising relating to the business of outfitting. [37-47-302, MCA]
- (8) Must hold a current basic first aid at all times licensed. [ARM 8.39.704]
- (9) Must hold a valid Montana wildlife conservation license [37-47-304, MCA]

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- **EXPERIENCE WAIVER:** In addition to meeting all other qualifications and experience, portions of the 100 days of verified experience requirements may be waived upon Board approval of training as follows:
 - (1) Three days of experience may be waived by the Board for an applicant for every day of training completed by the applicant in the category of licensure applied for (fishing or hunting). The experience waiver is subject to a maximum waiver of 30 days, at an outfitter or guide school approved by the Board. [ARM 8.39.502(4)]
 - (2) Fifty days of experience may be waived for an applicant purchasing an existing outfitter operation provided that: (1) The buyer and seller submits and receives pre-approval from the Board of a plan documenting how and in what capacity the applicant will work with the licensed outfitter from whom the business was obtained (2) The applicant has entered into a sales agreement with the selling outfitter for the purchase of the operation and the sales agreement provides supervision of the applicant during a 12-month period by the selling outfitter (3) The business has a current, approved operation plan on file with the Board (4) The applicant works with the licensed outfitter from whom the business was obtained, in operating the business now owned by the applicant, pursuant to the plan approved by the Board, for not less than 12 months following advance approval from the Board. [ARM 8.39.513(3)(a-c)]
- **WAIVER PROCEDURES:** Waiver appeals are submitted to the Board office by written request and must receive full Board approval. The request must clearly specify which type of waiver the petitioner is seeking. When applicable, qualifications and training will be investigated and experience verified prior to Board consideration.
- **30-DAY WAIVER:**
 - (1) Submit the written request along with a current copy of the outfitter or guide school curriculum, proof of attendance and successful completion of training as well as any other supporting documents and materials pertinent to the waiver.
 - (2) Requests must be submitted at least three weeks prior to a regularly scheduled Board meeting. Requests received after the deadline date will be held for the following meeting. Submitting your request by the deadline date does not guarantee that your request will be scheduled for the next meeting. Requests lacking in detail will be returned causing a delay in the process.
 - (3) The Board office will send written confirmation of the date and time the appeal is scheduled for review. Board meetings are held four times a year, approximately every three months starting with December and are always held at a pre-scheduled location in Helena, Montana.
 - (4) Once approval has been granted by the Board, an application for license may be submitted only after the remainder of the experience and training specifications and other qualifications have been met.
- **50-DAY WAIVER:** This is a three-part process. Part I initiates the process for approval of a 12-Month Plan between two parties as a result of the sale of an outfitting business. Part II initiates the process for approval of the results of a completed pre-approved 12-Month Plan. Part III initiates the process of approval of a 50-Day Experience Waiver based on the completion of a pre-approved 12-Month Plan.

In instances where the license of seller is to be transferred to the purchaser, the sales agreement must provide that the effective date of the transfer is midnight, December 31, as no license may be transferred during the licensure year. Prior to the license transfer, the applicant will be required to show proof of ownership of the entire business and the seller will be required to return his or her outfitter license to the Board office along with a written affidavit that the license is being relinquished for the applicant's use and benefit in becoming an outfitter.

Part I -- 12-Month Plan approval process

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- (1) The buyer and seller must submit a written request for Board approval of a 12-Month Plan documenting how and in what capacity the applicant will work with the licensed outfitter from whom the business was obtained. The plan must clearly identify what is to be accomplished, what areas of expertise or skills will be learned, how and what knowledge will be obtained. The following identifies some areas of expertise, which may assist applicants in outlining a proposed 12-Month Plan.

a. marketing and public relations;	m. use of outfitters gear as listed on the operation plan;
b. maintaining advertising;	n. knowledge of firearms;
c. maintenance of rate schedules;	o. first aid;
d. maintenance of complete and accurate client logs;	p. knowledge of equipment, terrain, and hazards to competently provide a safe experience for those persons guided;
e. guiding techniques;	q. knowledge of game and hunting and techniques to provide the services advertised by the supervising outfitter
f. setting up of campsites;	r. ability to perform the services contemplated with efficiency and with safety to the health and welfare of clients, employees and the public.
g. federal and state regulations as applicable to outfitting; laws and regulations;	s. preservation of the natural ecosystem
h. federal and state fish and game laws and regulations;	t. provide services in such a manner as not to be detrimental to wildlife or the environment.
i. practical woodsmanship;	
j. general knowledge of big game;	
k. field preparation of trophies;	
l. care of game meat;	
- (2) Submit verifiable documentation that the applicant owns the outfitting business that constitutes the entire operation of an existing licensed outfitter. The business must have a current approved operation plan on file with the Board.
- (3) Requests must be submitted at least three weeks prior to a regularly scheduled Board meeting. Requests received after the deadline date will be held for the following meeting. Submitting your request by the deadline date does not guarantee that your request will be scheduled for the next meeting. Requests lacking in detail will be returned causing a delay in the process.
- (4) The Board office will send written confirmation of the date and time the appeal is scheduled for review. Board meetings are held four times a year, approximately ever three months starting with December and are always held at a pre-scheduled location in Helena, Montana.
- (5) A plan commences upon the day of approval. The applicant must work with the licensed outfitter from whom the business was obtained, in operating the business now owned by the applicant, pursuant to the plan for not less than 12 months following advance approval from the Board. The Board office is not responsible for tracking completion dates.

Part II -- Approval process of an executed 12-Month Pre-approved Plan

- (1) The buyer and seller must submit a written request for Board approval of a 50-Day Experience Waiver pursuant to the completion of the previously approved 12-Month Plan. Attach a description of the areas of expertise or skills that were learned and how and what knowledge was obtained.
- (2) Requests must be submitted at least three weeks prior to a regularly scheduled Board meeting. Requests received after the deadline date will be held for the following meeting. Submitting your request by the deadline date does not guarantee that your request will be scheduled for the next meeting. Requests lacking in detail will be returned causing a delay in the process.

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Part II -- Approval process of an executed 12-Month Pre-approved Plan (Continued)

- (3) The Board office will send written confirmation of the date and time the appeal is scheduled for review. Board meetings are held four times a year, approximately every three months starting with December and are always held at a pre-scheduled location in Helena, Montana.

Part III -- 50-Day Experience Waiver application process

- 1) Once a 50-Day Experience Waiver has been granted a completed outfitter license application must be submitted and approved prior to examination. The buyer's operation plan must synchronize with the entire operation of the existing licensed outfitter's approved plan. Proof of the remaining 50-days of guiding experience in each license function must accompany the license application. Refer to the Application Procedures on Page 1 for a summary on making application for licensure.
 - (2) The applicant purchasing the business must submit a signed sales agreement setting forth the name of seller and purchaser, a general description of the transaction (stock purchase, merger, etc.), a list of the equipment and livestock which is included as part of the sale, a legal description of all lands involved in the sale, including copies of signed land use approval forms (L-1 forms) and a statement relative to whether the seller will surrender or retain the outfitter license, or place the license on inactive status.
 - (3) The purchaser must provide a current list of all clients booked by seller and a written description of how such reservations will be transferred including, but not limited to, transfer of outfitter sponsored licensees, refunds of deposits and notification of the sale of clients. In instances where the license of seller is to be transferred to the purchaser, the sales agreement must provide that the effective date of the transfer is midnight, December 31, as no license may be transferred during the licensure year.
- **SALE AND PURCHASE OF AN OUTFITTING OPERATION:** The Board will evaluate outfitter applications involving the sale of an existing outfitting operation utilizing information pertaining to experience and training relative to outfitter activities. Refer to the Application Procedures on Page 1 for a summary on making application for licensure.

The applicant purchasing the business must submit a signed sales agreement setting forth the name of seller and purchaser, a general description of the transaction (stock purchase, merger, etc.), a list of the equipment and livestock which is included as part of the sale, a legal description of all lands involved in the sale, including copies of signed land use approval forms (L-1 forms) and a statement relative to whether the seller will surrender or retain the outfitter license, or place the license on inactive status.

The purchaser must provide a current list of all clients booked by seller and a written description of how such reservations will be transferred including, but not limited to, transfer of outfitter sponsored licensees, refunds of deposits and notification of the sale of clients. In instances where the license of seller is to be transferred to the purchaser, the sales agreement must provide that the effective date of the transfer is midnight, December 31, as no license may be transferred during the licensure year.

- **MAKEUP OF WRITTEN EXAMINATION:** The examination must require general and sufficient knowledge displaying and indicating ability to perform the services contemplated with efficiency and with safety to the health and welfare of participants. There are four sections to the examination. There are (25) multiple-choice questions in the Hunting Services section; (25) questions in the Fishing Services section; (50) questions in the General Outfitter section; and (25) questions in the Horse/Packing section. You must pass each section of the examination you are taking with a score of 75% or more.

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- **MAKEUP OF WRITTEN EXAMINATION CONTINUED:**

- (1) **HUNTING SERVICES:** Applicants who will be providing hunting services must take the Hunting Section. Included are questions concerning Fish and Game hunting laws and regulations and Board of Outfitters regulations.
- (2) **FISHING SERVICES:** Applicants providing fishing services must take the Fishing Section. Included are questions on Fish and Game fishing laws and regulations, Board of Outfitters regulations, stream access, boating and trespass laws.
- (3) **LIVESTOCK SERVICES:** Applicants providing or using livestock must take the Horse/Packing Section. Included are questions on horsemanship, horse care, and knowledge of tack.
- (4) **GENERAL OUTFITTER:** All new license applicants are required to take and pass the General Outfitter Section and any sections that pertain to those areas you plan on being licensed to perform. Included are questions on Board of Outfitters regulations over outfitters and guides and Laws & Rules of the State of Montana relating to fish, wildlife and parks, outdoor recreation and certain other natural resources.

The following are recommended materials that will help you prepare for the exam.

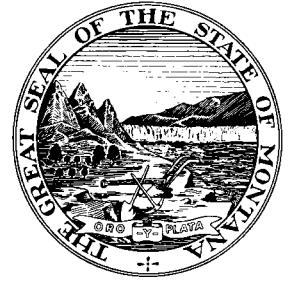
- a. **General Section:** A compilation of the Board of Outfitter Laws & Rules governing outfitters and guides are contained in this packet. A compilation of the Laws & Rules of the State of Montana relating to fish, wildlife and parks, outdoor recreation and certain other natural resources, can be obtained from a FWP licensing agent or the Department of Fish, Wildlife and Parks.
 - b. **Fishing and Hunting Sections:** A compilation of the Laws & Rules of the State of Montana relating to fish, wildlife and parks, outdoor recreation and certain other natural resources, can be obtained from a FWP licensing agent or the Department of Fish, Wildlife and Parks. In addition, you can obtain pamphlets entitled "Montana Fishing and Hunting Regulations", "Montana Boating Laws", "Stream Access in Montana", "It's the Law: New Legislation Affecting Montana Landowners & Recreationists" and "How to Hunt Safely in Grizzly Country" and/or any other FWP bear identification pamphlets.
 - c. **Livestock Section:** You can obtain the book titled "Packing in on Horses & Mules" by Smoke Elser & Bill Brown.
- **REAPPLICATION:** If you fail the examination, you will be able to take the next scheduled examination after submitting a new application and new exam fees. Applicants will have 15 days from the date of notification to review the questions missed. This review will be conducted at the Board office in Helena, by appointment only. During this review, you will not be able to take any notes or record any information taken from the exam. No representative of the Board will be allowed to discuss the substance of the exam with you. Questions regarding the substance of exams must be directed to the Board at a pre-scheduled meeting.
 - **NET CLIENT HUNTER USE (NCHU):** The Board of Outfitters has been directed by the Legislature to regulate outfitters NCHU as set forth in [37-47-201(5)(d)], MCA. Proposals must be made on a form provided by the Board and accompanied by the appropriate fee. The NCHU figures limit the number of clients that hunting outfitters may outfit on private land and federal land where client use is not regulated. So designating NCHU does not include clients served on federal land under special use permits. Once NCHU numbers have been set for the desired categories, an outfitter may not exceed the number without Board approval, nor may an outfitter exchange, trade or substitute between the categories of NCHU without approval of the Board. For example, you may not drop one bird hunter in exchange for an additional elk hunter in a given year without applying for and receiving approval from the Board.

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- **NET CLIENT HUNTER USE (NCHU):** The Board will publish proposals for expansions or new use for receipt of public comment and consider the proposals at regularly scheduled Board meetings. The Board will then review each proposal to determine whether an undue conflict with existing hunting use exists in the area, constituting a threat to the public health, safety, or welfare.
- **LICENSE AMENDMENT/EXAMINATION APPLICATION:** Montana outfitters wanting to amend their existing outfitter's license by adding a new service, such as, horses/packing, fishing, or hunting, must make application on a form prescribed and furnished by the Board. After meeting the experience and training specifications and other qualifications (fishing or hunting), license applicants must take and pass a written examination administered by the Board or its agent. Incomplete applications will be returned causing a delay in processing. The fee is \$400.00 for the License Amendment, Examination Application and filing of an operation plan amendment.
 - (1) Complete the outfitter license/examination application and operation plan amendment by typing or printing all required parts. (A completed NCHU application must accompany hunting outfitter license application, as well) Sign the forms, in front of a Notary, and submit them to the Board office with the required fees. Applications submitted without the required experience may be subject to a re-application process with new fees.
 - (2) Qualifications will be investigated and experience verified upon receipt of an application. The experience is verified through review of annually submitted client report logs.
 - (3) Applications must be submitted (30) thirty days prior to the next scheduled examination date. If received after the deadline date, the application will be held for the following examination. Submitting your application by the deadline date does not guarantee that you will be scheduled for the next examination date. Applicants must receive preapproval of their proposed operations plan and license application before being scheduled for the written examination.
 - (4) Once an application is considered complete, the Board office will send written confirmation of the date and time the applicant is scheduled for examination. The examinations are given on the second Tuesday every three months starting with January. Therefore, the exams are given in January, April, July and October. Examinations are always held at a pre-scheduled location in Helena, Montana.
 - (5) An equipment and premises inspection will be made by a representative of the Board at a reasonable time following approval of an application.
 - (6) When all the conditions of licensure have been satisfied, the Board will issue an amended license stating the outfitter's new functions that the applicant is qualified and approved to perform.

**STATE OF MONTANA
BOARD OF OUTFITTERS
P.O. BOX 200513, HELENA, MT 59620-0513
PHONE # (406) 841-2373**



OUTFITTER LICENSE APPLICATION

INSTRUCTIONS: Please complete all required parts of this form by typing or printing in ink. An incomplete application will be returned causing a delay in processing. Attach any additional pages or supporting documents, sign the form in front of a Notary Public, and submit your application to the board office along with your completed operation plan application and the required fees.

Note: An applicant for an outfitter's license must meet the experience and training specifications and other qualifications to be entitled to take the standard examination administered by the board or its agent. Page 2 of this application contains a list of qualifications. Applicants must receive preapproval of his or her proposed operations plan and license application prior to being scheduled for the examination. **This application must be received in the board office no later than 30 days prior to the next scheduled examination date.** All applications received after the deadline date will be held for the next following examination.

FOR BOARD USE ONLY

Application received

Check No./Type

Amount Paid

Remitter

FEES:	New/Original Application	= \$1000.00
	Re-application	= \$100.00
	License Amendment	= \$400.00
	New Operation Plan Application	= \$425.00

SECTION A: Provide your name, mailing address, and phone number:

Name _____

Address _____

Phone _____

SECTION B: Indicate the purpose of this application:

- | | | |
|----|--|-------|
| a. | original application for outfitter's license | _____ |
| b. | re-application for outfitter's license | _____ |
| c. | license amendment | _____ |

NOTE: If the purpose is for re-application go to Section "J".

SECTION C: If your license is to be issued for the use and benefit of a corporation or partnership, please complete the following:

Proposed Business Name _____

SECTION D: An operation plan application must be submitted along with your outfitter license application and the required fees. Please indicate the following:
 Operation plan application is included with this license application _____
 \$425.00 New/Original Operation Plan Fee is included _____

SECTION E: Identify the one or more functions of an outfitter for which you are applying:

- a. big game hunting services _____
- b. upland game bird/waterfowl hunting services _____
- c. non-motor watercraft fishing services _____
- d. motor watercraft fishing services _____

Identify all of the following which are to be included in your outfitter services:

- i. saddle or pack animal _____
- ii. personal guiding services _____
- iii. camping equipment _____
- iv. transportation (vehicle or other conveyance) _____
- v. boat or other floating craft _____
- vi. lodging _____

SECTION F: Provide the following information:

- a. your last name _____
- b. county of residence (state, if not Montana) _____
- c. driver's license number _____
- d. Montana conservation license number _____
- e. birth date _____
- f. sex _____
- g. color of eyes _____
- h. color of hair _____
- i. height (in feet and inches) _____
- j. weight (in pounds) _____
- k. social security number _____
- l. copy of current basic First Aid card attached _____

ARM 8.39.502 LICENSURE -- OUTFITTER QUALIFICATIONS: (1) In addition to meeting all of the qualifications contained in 37-47-302, MCA, outfitter qualifications, each applicant for an outfitter license shall:

- (a) have 100 days of verified experience as a licensed outfitter in another state or a licensed guide or professional guide working for a licensed outfitter in this state, guiding clients in pursuing the types of game and using methods for which licensure is sought by the applicant; and
- (b) be qualified to provide all services and use all equipment necessary to provide the functions of an outfitter that his or her license will authorize him or her to conduct.
- (2) The experience required in this part shall be in the field pertaining to the license function applied for.
- (3) Three days of experience may be waived by the board for an applicant for every day of training completed by the applicant in the category of licensure applied for (fishing or hunting), subject to a maximum waiver of 30 days, at an outfitter or guide school licensed by a state and approved by the board.
- (4) The board may waive 50 days of the experience requirement of an applicant for an outfitter license provided that:
 - (a) the applicant submits and receives pre-approval from the board for a plan documenting how and in what capacity the applicant will work with the licensed outfitter from whom the business was obtained;
 - (b) the applicant owns an outfitting business that constitutes the entire operation of an existing licensed outfitter;
 - (c) the business has had an approved operation plan on file with the board; and
 - (d) the applicant works with the licensed outfitter from whom the business was obtained in operating the business now owned by the applicant, pursuant to the plan approved by the board, for not less than 12 months following advance approval of the plan from the board.

SECTION G: List your experience as a licensed outfitter, guide or a licensed professional guide (most recent first). Attach additional sheets if necessary.

1. Year _____
Experience as outfitter _____ guide _____
Employer _____
Employer's address _____

Employer's phone _____
Services provided for hunting _____ fishing _____
Dates providing services _____
Where services provided _____
Narrative description of experience _____

2. Year _____
Experience as outfitter _____ guide _____
Employer _____
Employer's address _____

Employer's phone _____
Services provided for hunting _____ fishing _____
Dates providing services _____
Where services provided _____
Narrative description of experience _____

3. Year _____
Experience as outfitter _____ guide _____
Employer _____
Employer's address _____

Employer's phone _____
Services provided for hunting _____ fishing _____
Dates providing services _____
Where services provided _____
Narrative description of experience _____

4. Year _____
Experience as outfitter _____ guide _____
Employer _____
Employer's address _____

Employer's phone _____
Services provided for hunting _____ fishing _____
Dates providing services _____
Where services provided _____
Narrative description of experience _____

5. Year _____
Experience as outfitter _____ guide _____
Employer _____
Employer's address _____

Employer's phone _____
Services provided for hunting _____ fishing _____
Dates providing services _____
Where services provided _____
Narrative description of experience _____

6. Year _____
Experience as outfitter _____ guide _____
Employer _____
Employer's address _____

Employer's phone _____
Services provided for hunting _____ fishing _____
Dates providing services _____
Where services provided _____
Narrative description of experience _____

If you have attended and successfully completed training at an outfitter or guide school licensed by a state and approved by the board, complete the following:

Name of school _____
Address of School _____
Phone number of school _____
Dates attended _____

Please include the following: Copies of certificate of completion/diploma
 Copies of school curriculum

SECTION H: List four personal, business, or professional references who can attest to your ability to perform as an outfitter:

1.	Name	_____
	Address	_____
	Phone	_____
2.	Name	_____
	Address	_____
	Phone	_____
3.	Name	_____
	Address	_____
	Phone	_____
4	Name	_____
	Address	_____
	Phone	_____

SECTION I: Answer the following questions. If you answer "yes" to any question, please give a detailed explanation in the comment section of page 6 of this application. Please note that failure to provide complete and true information may constitute a basis for proposed disciplinary action and or denial of the application.

- a. Have you demonstrated lack of respect for or lack of compliance with the laws of any state or of the United States or any rules promulgated thereunder as to matters of fish and game, conservation of natural resources, and preservation of the natural ecosystem? No _____ Yes _____
- b. Have you been convicted of or forfeited bond on any violation of the fish and game laws or applicable regulations of any state or the United States? No _____ Yes _____
If "yes", How many? _____
- c. Have you, at any time, practiced fraud, deception, or material misrepresentation in procuring any previous outfitter's, guide's, professional guide's, or conservation license from the state of Montana? No _____ Yes _____
- d. Have you, at any time, promulgated false or misleading advertising related to the business of outfitting? No _____ Yes _____
- e. Have you been finally adjudged by a court of law guilty of any substantial breach of written or oral contract with any person utilizing your services as an outfitter, guide or professional guide, during the license year immediately preceding this license year? No _____ Yes _____
- f. Have you committed any negligent act or misconduct while acting as an outfitter, guide or professional guide that caused a danger or unreasonable risk of danger to person or property of any client of such outfitter guide or professional guide during the license year immediately preceding this license year? No _____ Yes _____
- g. Have you, at any time, plead guilty to or been adjudged by a court guilty of a felony, unless civil rights have been restored pursuant to law? No _____ Yes _____
- h. Are you presently subject to any sentence which has been deferred or suspended for a felony? No _____ Yes _____
- i. Have you failed to substantially comply with all board regulations and state and federal laws concerning outfitters and professional guides? No _____ Yes _____

[illegible]

a. date of original application: _____

b. date original application denied: _____

c. reason why original application denied: _____

d. explain how the reason for denial has been corrected or will be corrected: _____

If all matters contained on the original application remain true and CORRECT, you need to sign this application in front of a notary and return it to the board with the appropriate fee. If you are amending your original application return to Section "C" and complete all remaining parts being amended.

Notary Public state of _____
Residing at _____
My commission expires _____

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BOARD OF OUTFITTERS
STATE OF MONTANA
PO Box 200513, 301 S Park-4th Floor
Helena, Montana 59620-0513
(406) 841-2373

FOR OFFICE USE ONLY

Check # _____
Amount _____
Approved By: _____
Date: _____

OUTFITTER OPERATION PLAN

Complete this form by typing or printing all information applicable. Fill out and attach all required documents. Sign the form, retaining a copy for your files, attach the required fee and submit it to the Board office. The fee is: \$425.00 for a new license operation plan.

I. OUTFITTER AND BUSINESS RELATIONSHIP

1. Provide the name of the licensed outfitter who will be performing the functions contained in this operation plan and the name of the business, if any, under which operations are conducted.

OUTFITTER _____
BUSINESS _____

2. Provide the following information on your primary base of operation, which is the primary place at which you receive communication and maintain records.

MAILING ADDRESS _____ COUNTY _____
CITY _____ STATE _____ ZIP _____
BUS. PHONE _____ HOME PHONE _____ FAX _____

3. Indicate whether the outfitting business is:
Individually owned ____; Partnership ____; or Corporation ____.
4. Indicate one or more of the following as applicable:
Outfitter is sole owner ____; Partial owner ____; No ownership interest ____; Manager ____;
or employee or contractor ____.
5. If other than the outfitter, provide the name, address and phone number of the sole proprietor, the principal managing general partner or the principal corporate officer or director.

NAME _____
ADDRESS _____
(City, State, Zip)

6. If the business is a partnership or corporation, provide the names of the general partners or principal shareholders.

(a) _____
(b) _____
(c) _____

7. Provide the following information regarding required liability insurance and attach proof of insurance. [ARM 8.39.506]

(a) policy owner _____
(b) policy number _____
(c) insurance company name _____
(d) effective dates _____ to _____
(e) name of insurance agent _____
(f) agent phone number _____

II. HUNTING OPERATIONS

Outfitter Name: _____
Business Name: _____
License Number: _____

MARK HERE IF NOT APPLICABLE _____

1. Indicate the services provided in the hunting operation by placing a (✓) check in the space(s) provided.

TYPE OF HUNTING		TRANSPORTATION		TYPE OF SERVICE	
Early season big game	___	Saddle/pack animals	___	Day use	___
Regular season big game	___	Vehicle	___	Overnight lodging	___
Late season big game	___	Watercraft	___	Overnight camping	___
Spring bear	___	Aircraft	___	Spike camps	___
Small game	___	Snowmobile	___	Game retrieval	___
Upland birds/waterfowl	___			Guide school	___
Archery	___			Other (Explain)	___
Hunting with hounds	___				

2. Provide the following information for your hunting service.

- (a) Identify each type of game hunted by species (e.g., elk, deer, bear, waterfowl) and provide the requested information applying to each. Use more than one line per type, if necessary.
- (b) Attach a completed land use form (Form L-1) with permitting agency or landowner information for the land and water where operations are conducted.
- (c) Attach completed Net Client Hunting Use application.

TYPE OF GAME HUNTED	DISTRICT HUNTED	DRAINAGE OR SPECIFIC AREA HUNTED	PERMITTING AGENCY/ OWNER	COUNTIES HUNTED	AVERAGE LENGTH OF TRIPS-DAYS	APPROX # OF TRIPS PER YEAR	MAX. # OF GUESTS @ ONE TIME	DAY USE, OVERNIGHT OR BOTH	TYPE OF LODGING PROVIDED

III. FISHING OPERATIONS

MARK HERE IF NOT APPLICABLE _____

Outfitter Name: _____
Business Name: _____
License Number: _____

1. Indicate the services provided in the fishing operation.

TYPE OF FISHING	TRANSPORTATION	TYPE OF SERVICE
Float fishing _____	Floating watercraft _____	Day use _____
Charter boat _____	Saddle/pack animals _____	Overnight lodging _____
Motor boat on rivers _____	Motorized watercraft _____	Overnight camping _____
Wade fishing _____	Vehicle _____	Drop camps _____
Backcountry floats _____	Snowmobile _____	Guide school _____
Backcountry wade _____	Aircraft _____	Other (Explain) _____
Float tubing _____		

2. Provide the following information for your fishing services.

- (a) Identify each river or lake fished and provide requested information applying to each. Use one line for each water, identifying the upper and lower-most access points by common bridge names and/or fishing access cites.
- (b) If operations are conducted on lands or waters where an agency permit is required, attach a copy of your current permit from that issuing agency. If operations are conducted on lands or waters privately owned attach a completed Land Use Approval Form. If no permit is required for the land and water accesses, indicate “public access site” under permitting agency/owner.

RIVER/LAKE FISHED	PORTION OF RIVER OR LAKE BEING FISHED	PERMITTING AGENCY/OWNER	AVERAGE LENGTH OF TRIP-DAYS	APPROX. # OF TRIPS PER YEAR	MAX # OF GUESTS SERVED @ ONE TIME	DAY USE, OVERNIGHT OR BOTH	TYPE OF LODGING PROVIDED

IV. EQUIPMENT AND INSPECTION

Provide the requested information for facilities, livestock, tack and equipment for overall outfitter operation. O/L stands for Owned/Leased; provide the number of each.

A. FACILITIES:

Lodges: Number of lodges: ____, # O/L __/__; rooms ____ and beds ____.

Are meals provided at the lodge? Yes ____ No ____.

List maximum number of guests that can be served at one time ____.

Cabins: Number of cabins ____, # O/L __/__.

Are they equipped with cooking facilities? Yes ____ No ____.

Maximum number of guests per cabin ____ List # of cook stoves ____ List # of heating stoves ____.

Tents: Number of tents: sleeping ____, # O/L __/__; cooking ____.

O/L __/__; and tack tents ____, # O/L __/__. Food serving equipment for ____ number of

guests and employees. List # of cook stoves ____ List # of heating stoves ____.

B. FACILITY LOCATIONS

List the type of lodging, (i.e. motel, cabin, tent) along with the location (Township, Range, Section) of each lodge and/or camp and the purpose (i.e. hunting or fishing) for which it will be used while in operation.

TYPE	LOCATION (T,R,S)	PURPOSE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LIST ALL VEHICLES, BOATS, RAFTS, TRAILERS, CAMPING TRAILERS, AND OTHER LARGE EQUIPMENT BY THE CRITERIA LISTED BELOW AND CHECK EITHER OWNED OR LEASED:

TYPE (I.E. TRUCK, BOAT)	MAKE	MODEL	YEAR	DESCRIPTION	O/L	FOR INSPECTION PURPOSES ONLY.	
_____	_____	_____	_____	_____	_____	S	U
_____	_____	_____	_____	_____	_____	S	U
_____	_____	_____	_____	_____	_____	S	U
_____	_____	_____	_____	_____	_____	S	U
_____	_____	_____	_____	_____	_____	S	U
_____	_____	_____	_____	_____	_____	S	U
_____	_____	_____	_____	_____	_____	S	U
_____	_____	_____	_____	_____	_____	S	U
_____	_____	_____	_____	_____	_____	S	U
_____	_____	_____	_____	_____	_____	S	U
_____	_____	_____	_____	_____	_____	S	U
_____	_____	_____	_____	_____	_____	S	U
_____	_____	_____	_____	_____	_____	S	U
_____	_____	_____	_____	_____	_____	S	U
_____	_____	_____	_____	_____	_____	S	U
_____	_____	_____	_____	_____	_____	S	U
_____	_____	_____	_____	_____	_____	S	U
_____	_____	_____	_____	_____	_____	S	U
_____	_____	_____	_____	_____	_____	S	U
_____	_____	_____	_____	_____	_____	S	U
_____	_____	_____	_____	_____	_____	S	U

FOR BOARD INSPECTION PURPOSES ONLY. WAS THERE SUFFICIENT LODGING AND EQUIPMENT TO SUPPLY THE NUMBER OF GUESTS LISTED? YES NO WHAT WAS THE CONDITION? SATISFACTORY UNSATISFACTORY. COMMENTS: _____

IV. EQUIPMENT AND INSPECTION (CONTINUED)

Livestock:		Tack:		Boating Equipment:		List any additional equipment here:	
#	O/L	#	O/L	#	O/L		
Horses	___ /	Riding Saddles	___ /	Oars	___ /	_____	
Mules	___ /	Pack Saddles	___ /	Life Jackets	___ /	_____	
Other	___ /	Panniers	___ /	Pumps	___ /	_____	
		Manties	___ /	Paddles	___ /	_____	
First Aid Kits:	# of kits:	Blankets, Pads	___ /	Motors	___ /	_____	
Type	_____	Bridles	___ /	Fishing			
Type	_____	Halters	___ /	Equipment	Yes No		
Type	_____	Harness	___ /				

THIS SECTION FOR INSPECTION PURPOSES ONLY. WAS EQUIPMENT AND LIVESTOCK SUFFICIENT TO PERFORM THE SERVICES LISTED? YES NO. LIST ANY DEFICIENCIES AND COMMENTS: _____

LIST ANY ADDITIONAL EQUIPMENT THAT NEEDS TO BE ADDED TO THE OPERATIONS PLAN OR COMMENTS ABOUT THE INSPECTION: _____

ON THE BASIS OF THE GENERAL APPEARANCE OF THE EQUIPMENT YOU INSPECTED, WOULD YOU SUGGEST THE BOARD OF OUTFITTERS ISSUE THE APPLICANT AN OUTFITTER'S LICENSE? YES NO

INSPECTION CHECKLIST:		<u>INITIAL</u>	<u>DATE</u>
	GENERAL INFORMATION VERIFIED	_____	_____
	INSURANCE VERIFIED	_____	_____
	LODGING AND EQUIPMENT VERIFIED	_____	_____
	AREA OF OPERATIONS VERIFIED	_____	_____
	PERMITS OR LEASES VERIFIED	_____	_____
(attach)	RATE SHEET AND DEPOSIT REFUND POLICY	_____	_____
	INDEPENDENT CONTRACTOR USE EXPLAINED	_____	_____
	SET-ASIDE LICENSE USE EXPLAINED	_____	_____
	OPERATION PLAN AMENDMENTS EXPLAINED	_____	_____
	CLIENT LOG COMPLETION EXPLAINED	_____	_____

INSPECTOR'S NAME: _____ INSPECTION DATE: _____

C. EMPLOYEE AND GENERAL INFORMATION

What is the average number of fishing guides you will hire each year?

What is the average number of hunting guides you will hire each year?

What is the average number of other employees you will hire each year?

Do you rent transportation or equipment from your employees? Yes ___ No

Do you rent from any other sources? Yes ___ No

D. ENCLOSE A COPY OF YOUR PROPOSED RATE SCHEDULE AND DEPOSIT REFUND POLICY [8.39.709(1)(f)]

CERTIFICATION AND SIGNATURE

I hereby certify that the information provided is correct, the equipment listed is owned or leased by the outfitter or the business for which the outfitter's license is issued, is in good operating condition and is satisfactory for the services to be performed. I also certify that the authorized land use agency or land owner has issued permission approving use of the land or water for operations identified herein or that the agency or land owner has been contacted personally and an authorized response has been received approving the land or water use without written permission.

Signature of Outfitter & Date

*Signature of Sole Proprietor,
General Partner or Corporate Officer*

OPERATION PLAN CHECKLIST

All items listed below must be completed and submitted to the board office prior to inspection and plan review. Incomplete applications will be returned to you causing a delay in the processing of your application. Check off (✓) each item as you have completed them to help assist in making this process as efficient as possible.

- ☐ 1. \$425.00 operations plan/inspection fee.
- ☐ 2. Copy of your proposed written rate and refund policy. [ARM 8.39.709(1)(f)]
- ☐ 3. Copy of your current First Aid card.
- ☐ 4. Completed Operations Plan Application (original, no copies, please).
- ☐ 5. Completed NCHU Application and Proposal (original, no copies, please). (Hunting applicants only)
- ☐ 6. Completed Land Use Authorization Forms (original, no copies, please) with the approval of the appropriate agency or landowner on whose lands you will provide services. (Complete one form for each waters and lands which you have listed on pages 2 & 3 of your operation plan of which written permission is required. Please attach the following:
 - (a) copies of required special use permits for federal and state lands;

FISHING OUTFITTER APPLICANTS: Once your completed application packet has been received, an inspector will be assigned to investigate your qualifications and inspect your equipment. You will be contacted by telephone to determine an appropriate time for the equipment inspection.

HUNTING OUTFITTER APPLICANTS: Once your completed application packet has been received, an inspector will be assigned to investigate your qualifications and inspect your equipment. You will be contacted by telephone to determine an appropriate time for the equipment inspection. Meanwhile, the Board will consider your proposal for new Net Client Hunting Use at a regularly scheduled board meeting.

After your entire application has been approved and it is determined that you are qualified for licensure, your application will be placed in the pool of applicants waiting to be notified that a license has become available. You will be required to submit evidence of current personal liability insurance in accordance with **ARM 8.39.506** before your license will be issued.

L-1 LAND USE APPROVAL FORM

**BOARD OF OUTFITTERS
PO BOX 200513
301 S. PARK 4TH FLOOR
HELENA, MT 59620-0513
(406)841-2373 FAX (406) 841- 2305**

Please circle appropriate land type: PUBLIC PRIVATE

Name of Agency/Owner of specified land: _____

Address of Agency/Owner: _____

Contact Person: _____

Phone Number: _____ Additional Phone or Fax #: _____

I, _____, public land manager/legal owner of the property/ranch described above _____, hereby give my permission/approval for _____ to use property described on this form for hunting/fishing purposes as a licensed outfitter. In addition, it is agreed that the outfitter has liability insurance and is responsible for the safeguarding of the guide and clients while utilizing this property. The duration of this authorization is from _____ and will terminate on _____.

Print Outfitter Name

Outfitter Signature

Date

Print Authorizing Agency/Owner Name

Authorizing Signature

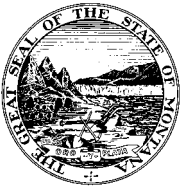
Date

Please list on back, the Township, Range, and Section(s) of the area(s) used for your land based outfitting operations. If appropriate, you may state that all Sections are being used in a Township. If this land use involves a camp/lodging facility provide the physical location (Township/Range/Section) of the facility on the back of this form. *(Note: Section 37-47-318, MCA, requires outfitters who operate hunting camps in more than one Department of Fish, Wildlife and Parks administrative region to pay an annual fee of \$5,000 for each camp that is located beyond a 100-mile radius of the outfitter's base of operations and that is in an administrative region other than the region containing the outfitter's base of operations).*

L-1 LAND USE APPROVAL FORM

Agency/Owner/ Ranch Name	Township: <i>[Ex.] T2N</i>	Range: <i>R8E</i>	Section(s): <i>ALL SECTIONS OF TOWNSHIP</i>
Lodge			
Cabin			
Tent			

Size of Tract (Acres) _____ (If this land use involves private lands intermingled with public grounds
attach a copy of your current permit)



MONTANA BOARD OF OUTFITTERS
301 S. Park, P.O. Box 200513, Helena, MT 59620-0513
Phone: (406)841-2373 FAX: (406) 841-2305

Bd Recv'd:

FWP Recv'd:

Bd Recv'd:

FEE: \$2,000.00 NCHU application
\$500.00 (per client approved)

APPLICATION FOR EXPANSION IN NET CLIENT HUNTING USE (NCHU)

This form must be completed in its entirety and submitted with all required documents and the \$2,000.00 application fee. The application fee is non-refundable. Please review your form carefully. Incomplete applications will be returned causing a delay in the processing. The \$500.00 per client approved fee will be assessed when and if the application is approved.

Check (✓) the applicable box below that best describes the type of expansion you are applying for:

Current Outfitter/NCHU Base Expansion ☐

New Outfitter License Applicant/New NCHU Base ☐

APPLICANT NAME: _____ **LICENSE #** _____

MAILING ADDRESS: _____
City, State, ZIP

PART I: In the spaces provided below, identify your current NCHU Base in each category. Then indicate the number of clients that you propose to **ADD** to your current NCHU Base in each category. *New Outfitter License Applicant/New NCHU Base requests are required to fill in current NCHU base numbers with "0".*

Category 1 - Big Game, Outfitter Sponsored. Includes nonresident deer or elk clients holding B-10 or B-11 licenses ("Big Game Set Aside") licenses under sponsorship of a licensed outfitter.

Current # of B-10 Clients (Elk or Elk-Deer Combo): _____ Additional # of B-10 Clients Proposed: _____

Current # of B-11 Clients (Deer Combo): _____ Additional # of B-11 Clients Proposed: _____

Category 2 - Big Game Non-outfitter Sponsored. Includes deer or elk clients other than those under Category 1 above, and antelope, lion, sheep, bear, moose, and goat clients.

Current # of Elk Clients: _____ Additional # of Elk Clients Proposed: _____

Current # of Deer Clients: _____ Add. # Deer Clients Proposed: _____

Current # of Antelope Clients: _____ Additional # of Antelope Clients Proposed: _____

Current # of Lion Clients: _____ Additional # of Lion Clients Proposed: _____

Current # of Sheep Clients: _____ Additional # of Sheep Clients Proposed: _____

Current # of Bear Clients: _____ Additional # of Bear Clients Proposed: _____

Current # of Goat Clients: _____ Additional # of Goat Clients Proposed: _____

Current # of Moose Clients: _____ Additional # of Moose Clients Proposed: _____

Category 3 - Non-Big Game. Includes upland game bird, migratory game bird (waterfowl) and turkey clients only (not included under the B-10 or B-11 licenses above).

Current # of Upland Bird Clients: _____ Add. # of Upland Bird Clients Proposed: _____

Current # of Waterfowl Clients: _____ Add. # of Waterfowl Clients Proposed: _____

Current # of Turkey Clients: _____ Add. # of Turkey Clients Proposed: _____

APPLICATION FOR EXPANSION IN NET CLIENT HUNTING USE

PART II: Answer the following questions, "Yes" or "No", by checking (✓) the appropriate box as it pertains to this expansion request:

1. Does this request create closure of a public right-of-way? ☐ NO ☐ YES
2. Do you have current license restrictions imposed by the Board or are you currently subject to a disciplinary action imposed by the board? ☐ NO ☐ YES
3. Have you been convicted or pleaded guilty to a violation of Montana hunting or fishing statutes, rules, or regulations in the last 3 years? ☐ NO ☐ YES
4. Is any information in this NCHU request inaccurate or untrue? ☐ NO ☐ YES
5. Does this request cover adequate land to ensure the personal safety of hunters? ☐ NO ☐ YES
6. Is there sufficient wildlife available to support the proposed number of hunters covered under this request? ☐ NO ☐ YES
7. Will this proposed expansion create or exacerbate a game damage situation? ☐ NO ☐ YES
8. Will this proposed expansion restrict the current efforts of the Department of Fish, Wildlife, and Parks to manage area wildlife through permits issued to public hunters? ☐ NO ☐ YES

NOTE: In accordance with Section 37-47-317(2), MCA, an NCHU expansion request may not be granted if any of the above or following criteria is established.

PART III: In considering this NCHU expansion request, the Board shall also consider any analysis and comments submitted by the Department of Fish, Wildlife, and Parks. Departmental analysis may include but is not limited to the following criteria: You must address the criteria in the response section.

1. Whether historic hunting data, such as the past occurrence of outfitting or public hunting, supports this request.

RESPONSE:

2. Whether negative impacts to the wildlife population will occur, given documented wildlife trends in the geographical region encompassed by the expansion request.

RESPONSE:

APPLICATION FOR EXPANSION IN NET CLIENT HUNTING USE

3. Whether public access or public hunting trends in the geographic region affected by the request will be negatively impacted.

RESPONSE:

4. Whether there have been past substantiated conflicts between the hunting public and outfitters or between individual outfitters and their clients in the local geographic region affected by the request.

RESPONSE:

5. If the expansion will create a negative effect on wildlife habitat.

RESPONSE:

6. If the expansion will have negative implications on hunting on public land, hunting access, or outfitting.

RESPONSE:

APPLICATION FOR EXPANSION IN NET CLIENT HUNTING USE

7. Whether analysis of existing data regarding wildlife, hunting access, or other relevant information supports the expansion request.

RESPONSE:

8. Whether there will be impacts on previously available hunting access in the local geographic region affected by the request, such as impact on the Block Management Program.

RESPONSE:

CONTINUED ON PAGE 5

APPLICATION FOR EXPANSION IN NET CLIENT HUNTING USE

PART IV: Complete entirely.

1. Does your application for expansion in Net Client Hunting Use involve the addition of land not currently part of your approved operations plan? ☐ NO ☐ YES

Complete question number 2 if the answer to question number 1 is "yes". Skip to question number 3 if the answer to question number 1 is "no".

2. Identify the land that you propose to **add** to your operation plan as part of this application. You will need to provide the requested information below for each individual tract of land. Make as many copies of this page as needed and then complete the page for each tract. In identifying such land(s), please list a brief description of the lands by listing only the Townships and Ranges in the section provided below. Submit a completed land use approval form with the full legal description attached. If your application involves private lands intermingled with public lands, provide the same information for each applicable public land and attach a copy of your current permit(s). Enclose a BLM Surface Minerals Management map outlining the area(s) of use. The maps are available for all areas of the state and can be ordered from BLM, P.O. Box 36800, in Billings, MT 59107. The phone number in Billings is (406) 255-2882. *Note: If this application is a Current Outfitter/NCHU Base Expansion your completion of this portion of the application shall constitute an application to amend your approved operations plan.*

Legal Description: _____

Size of Tract (Acres): _____

Owner: _____
Name Address Phone

3. Identify the existing land within your approved operation plan on which you propose to serve your additional clients identified in Part I. You will need to provide the requested information below for each individual tract of land. Make as many copies of this page as needed and then complete the page for each tract. In identifying such land(s), please list a brief description of the lands by listing only the Townships and Ranges in the section provided below. Submit a completed land use approval form with the full legal description attached. If your application involves private lands intermingled with public lands, provide the same information for each applicable public land and attach a copy of your current permit(s). Enclose a BLM Surface Minerals Management map outlining the area(s) of use. The maps are available for all areas of the state and can be ordered from BLM, P.O. Box 36800, in Billings, MT 59107. The phone number in Billings is (406) 255-2882.

Legal Description: _____

Size of Tract (Acres): _____

Number of clients currently served by you on such land: _____

Owner: _____
Name Address Phone

Signed _____ Date _____

Outfitter License No. _____

Failure to provide all pertinent information and documentation will result in the expansion request being deferred without action until the subsequent meeting of the Board. If you fail to provide the pertinent information and documentation before the subsequent Board meeting, the request must be denied.